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| ­­­\\win.root.sonoma.gov\data\OSD\Logos\District Logos\2018 Logo\AG+OpenSpace_Logo_Hz.jpg | **MATCHING GRANT PROGRAM 2020** |
| PROGRAM APPLICATION |
| Applications due April 30, 2020 |
| 1. Format
	1. Applicants must submit print and electronic proposal versions. Clearly label each item and number all pages in sequential order.
	2. Print submission. Submit one (1) hard copy proposal, including applicable Supporting Documentation attachments, in a three-ring binder separated by tabs and label dividers. Print double-sided, using 8½” x 11” paper, whenever possible. If necessary, pages shall not exceed 11” x 17” paper. Present materials in the order contained in the application.
	3. Electronic submission. Please submit the following on one (1) CD or USB flash drive:
* One (1) Microsoft Word version (.docx or compatible) Matching Grant

Program (MGP) Application* One (1) .pdf file, combined, including the MGP Application, photos and supporting documentation
* Individual .jpg files of all photos
	1. Address print and electronic submittals to:

MATCHING GRANT PROGRAM 2020Jen Kuszmar, Matching Grant Program CoordinatorSonoma County Ag + Open Space747 Mendocino Avenue, Suite 100 Santa Rosa, CA 954011. Due Date

Applications must be received no later than 5:00 p.m. on Thursday, April 30, 2020.1. Questions

Jennifer Kuszmar, Matching Grant Program Coordinator (707) 565.7266, jennifer.kuszmar@sonoma-county.org1. Application Format and Contents

For ease of review and to facilitate evaluation, the application submittal should be organized and presented in the order provided in the application below. If a question, or supporting documentation, does not apply to your project, please note (N/A). |

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| SECTION  | 1. TABLE OF CONTENTS |
| [1. TABLE OF CONTENTS 2](#_Toc31201451)[2. APPLICATION FORM 3](#_Toc31201452)[3. PROJECT SUMMARY STATEMENT 5](#_Toc31201453)[4. MINIMUM QUALIFICATIONS 5](#_Toc31201454)[5. EVALUATION CRITERIA 7](#_Toc31201455)[6. SUPPORTING DOCUMENTATION 18](#_Toc31201456) |
| To update the Table of Contents, click inside the table below. Click the **References** tab and click **Update Table** in the Table of Contents tools. |

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| SECTION  | 2. APPLICATION FORM |
|  |
| Project title: |
| Click here to enter text. |
| **Name of agency/organization requesting funding:**  |  |
| Name: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
| Project Manager representing agency/organization: |
| Name: |  | Title: |  |
| Signature: |  | Phone: |  |
| Email: |  |
| Authorized person representing agency/organization: |
| Name: |  | Title: |  |
| Signature: |  | Phone: |  |
| Email: |  |
| Co-applicant Name of agency/organization joining in request for funding:  |
| Name: |  |
| Address: |  |
| City: |  | State: |  | Zip: |  |
|  |
| Co-applicant Authorized representative: |  |
| Name: |  | Title: |  |
| Signature: |  | Phone: |  |
| Email: |  |

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| Type of Project: |  |
| Click here to choose a project type. |
| If Combination Project was selected above, indicate which eligible project types: |  |
| Project location/address: |
| Location: |  |
| Assessor’s Parcel Number(s): |
|  |
| Acreage: |  | Supervisorial District: |
|  |  | Click here to choose a Supervisorial District. |
| General Plan designation: |
|  |
| Zoning designation: |
|  |
| Funding Request: |
|  |
| Grant Funding Request:  | $ |  |  |
| Matching Funds: | $ |  |  |
| Total Matching Grant Project Cost:  | $ |  |  |
| TOTAL PROJECT COST: | $ |  |  |
|  |
| If the MGP project is part of a larger or multi-phased project, provide a brief explanation of the full extent and cost of the larger project, and how the MGP project fits into the larger context. |
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| SECTION  | 3. PROJECT SUMMARY STATEMENT |
| Summarize the purpose and objectives of the proposed project. If the project includes public access, include a description of the nature and extent of intended or current public access. Describe how the project meets the intention of the Matching Grant Program. Where possible, include specific information on anticipated outcomes (i.e., number of acres purchased, feet of creek restored, length of trail constructed). |
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| SECTION  | 4. MINIMUM QUALIFICATIONS |

All Applicants must meet all of the following requirements in order to be considered eligible for MGP funding.

1. Eligible Applicant:

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| Click here to choose an applicant type.  |
| If co-applying, please describe each applicant’s eligibility. Additional documentation to be provided in Supporting Documentation Section. |

2. Eligible Project Type:

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| Click here to choose a project type. |

**Acquisition**

Provide narrative description on the following aspects of the acquisition project. Where applicable, provide additional information in the Supporting Documentation section of the application as attachments.

1. Confirmation of willing seller (e.g. purchase and sales agreement, letter of intent);
2. Status of negotiations with seller;
3. Appraisal[[1]](#footnote-1);
4. Agreements related to ownership, use, or maintenance (e.g. leases);
5. Documentation of historical and existing uses of the property;
6. Documentation of title conditions or other property restrictions that could affect successful completion of the project;
7. Required approvals for implementation of the project and/or any and permits, zoning requirements (e.g. City /County planning, Board/City Council);
8. Required permits;
9. CEQA compliance (e.g. type of CEQA review required based on potential impacts or applicable exemptions);
10. Required review by other agencies; and
11. Visual depiction of project with description of type and total area of impervious/hardscape surface, if relevant (e.g. conceptual designs)

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**Improvements**

Provide narrative description on the following aspects of the acquisition project. Where applicable, provide additional information in the Supporting Documentation section of the application as attachments.

* 1. Visual depiction of project and/or completion of restoration/construction plans with description of type and total area of impervious/hardscape surface, if relevant;
	2. Public outreach for input and comment on project design (e.g. meeting agendas, public outreach plan, summary of public comment);
	3. Property restrictions and/or encumbrances on title that could affect successful completion of the project;
	4. Agreements related to ownership, use, or maintenance of the property and improvements;
	5. Required approvals for implementation of the project and/or any and permits, zoning requirements (e.g. City /County planning, Board/City Council);
	6. Required review by other agencies; and

CEQA compliance (e.g. type of CEQA review required based on potential impacts or applicable exemptions).

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1. Authorization (attach authorization in supporting documents section)

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1. Location of project
	1. Is the proposed project within a half-mile of any existing urban growth boundary, urban service area boundary, or community census block with a population of greater than 100?

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* 1. If yes, what community?

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* 1. If not, in what community is the project located?

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1. Fiscal review — (Provide financial information in Supporting Documentation. See Fiscal Screen tab in Evaluation Matrix for information on how financial information is utilized in evaluation.)

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1. Long-term in nature
	1. Describe how the proposed project is long-term in nature (e.g. will provide community benefits for at least 20 years).

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| SECTION  | 5. EVALUATION CRITERIA |
| 1. Program Intent
	1. New or Expanded Open Space
		1. Does the project acquire new land for public open space for agriculture, recreation and/or natural resource restoration? Please explain.
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| Click here to enter text. |

* + 1. If the project acquires new land, is it adjacent to existing open space land? Please describe how the acquisition will expand existing community open space.

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* + 1. If the project is not for purchase of land, does the project seek to develop, restore, or construct improvements on vacant land for new or expanded community open space?

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* + 1. Please list any public open space within a half-mile of the proposed project.

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* 1. Other Program Intent

In the box below, please describe how the proposed project will accomplish any or all of the following:

* + 1. **Link** communities to open space via trails or other connections. Preference is given to projects that include regional trail connections.
		2. **Protection** and/or **Construction** of public access to the Russian River, Pacific Ocean, or other waterways.
		3. **Implementation** of **restoration** techniques to restoreor enhanceof natural and native habitats**.**
		4. **Protection** of native plant and/or animal species.
		5. **Construction** of an outdoor public community gathering space in a natural setting. Preference is given to projects where no community gathering space currently exists.
		6. **Development** of new, outdoor, nature-based, recreational opportunities. Preference is given to projects that are located where no outdoor recreation opportunities currently exist.
		7. **Construction** of amenities to provide opportunities for public education about the natural world and/or local agriculture.
		8. **Protection** of farmland that provides urban green space and access to locally grown food and fiber and provide opportunities for the public to experience farming, agricultural production, and/or food and fiber production.

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1. Need
	1. What community and/or environmental need(s) does this project address? Please describe the significance of this need.

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* 1. How will this project advance the policies and objectives of an adopted local and/or regional plan(s)? Please identify all such plans and the priority of this project as described in the adopted plan(s).

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* 1. If not by a regional or local plan, how has the need(s) for this project been determined?

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1. Benefits
	1. What are the anticipated benefits to the human community? Describe the anticipated, and preferably quantifiable, benefits to the community resulting from this project. Examples of community benefits include, but are not limited to: protection of scenic resources; creation or development of new public recreational and/or educational opportunities - especially where none currently exist; access to locally grown agricultural products; creation of connections to open space lands; improvements to public health; protection of natural resources; and benefits to the local economy.

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* 1. What are the anticipated benefits to native plants, wildlife, and ecosystems? Describe the anticipated, and preferably quantifiable, benefits to native habitats, plants, and wildlife. Examples of natural resource benefits include, but are not limited to: protecting/providing habitat for nesting or foraging; removing nonnative and/or invasive species; restoration of native plants; protecting habitat linkages; improving water quality; riparian restoration; and protecting wildlife access to migration routes.

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* 1. How will you measure the success of any anticipated benefits?

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* 1. Are there other benefits to the project? If so, please describe.

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1. Readiness
	1. **Project Tasks/Schedule/Budget**Using the tables below, create a detailed line-item timeline and budget that identifies all tasks required to implement the project, the overall schedule for the project including discrete milestones. Be sure that proposed timelines meet the requirements in the **MGP Guidelines**. Identify the funding source for each item, such as Ag + Open Space’s Matching Grant Program, other grants, and in-kind and volunteer contributions.

	Add additional rows as needed by using the + sign to the right of each task section.

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| PROJECT TIMELINE |  | PROJECT COST |

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| **TASK 1** |  |
|  Project Administration 1 |  | **AG + OPEN SPACEREQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |

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| 1.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |

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| 1.2 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
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|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |

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| 1.3 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
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| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |

NOTES:

**1** Cannot exceed 25% of total Grant Funds, 25% of total Match Funds

**2** Identify Match Status as "Secured" or "Anticipated” and enter date of receipt of funds

**3**Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

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| **TASK 2** |  |
|  Planning, Design, Environmental Compliance & Permitting 1 |  | **AG + OPEN SPACEREQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |

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| 2.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
|  |  |  |  |  |  |  | Match C. | $ 0 | Choose status. | Enter date. | % |  |  |

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| 2.2 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
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| 2.3 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
|  |  |  |  |  |  |  | Match B. | $ 0 | Choose status. | Enter date. | % |  |  |
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| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |
| NOTES:**1** Cannot exceed 25% of total Grant Funds, 25% of total Match Funds**2** Identify Match Status as "Secured" or "Anticipated” and enter date of receipt of funds**3**Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds |

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| **TASK 3** |  |
|  Project Implementation/Construction/Acquisition |  | **AG + OPEN SPACE REQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |

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| 3.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
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| NOTES:**1** Cannot exceed 25% of total Grant Funds, 25% of total Match Funds**2** Identify Match Status as "Secured" or "Anticipated” and enter date of receipt of funds**3**Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds |

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| **TASK 4** |  |
|  Operation & Maintenance3 |  | **AG + OPEN SPACE REQUESTED FUNDS** |  | **MATCH FUNDS** |  | **TOTAL** |
| TASKS | DESCRIPTION | MILESTONES | START DATE | ENDDATE |  | AMOUNT | % OF TOTAL |  | MATCH SOURCE | AMOUNT | STATUS **2** | DATE **2** | % OF TOTAL |  | AG + OPEN SPACE FUNDS+ MATCH |

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| 4.1 | Enter description. | Enter milestones. | Start date. | End date. |  | $ 0 | % |  | Match A. | $ 0 | Choose status. | Enter date. | % |  | $ 0 |
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| **SUBTOTAL** |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |

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| TOTAL |  | **$ 0** | **0%** |  |  | **$ 0** |  |  | **0%** |  | **$ 0** |
| NOTES:**1** Cannot exceed 25% of total Grant Funds, 25% of total Match Funds**2** Identify Match Status as "Secured" or "Anticipated” and enter date of receipt of funds**3**Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds |

* 1. **Planning and Design**: Application demonstrations sound planning, consistency with applicable jurisdiction’s (e.g. City, County) relevant plans, understanding of approvals/permits/CEQA/ADA requirements.
		1. Describe the process for planning and design of the project up to this point.

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* + 1. Describe the current and historical uses of the property.

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* + 1. Describe the physical aspects of the property and any natural resources present, including vegetation communities, soils, hydrology, wildlife, and other significant natural resources.

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* + 1. How will the project incorporate natural elements into the design? Examples include landscaping plans, protection of existing native trees and other plants, grassy areas, etc.

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* + 1. How will the project limit the amount of impervious surfaces and/or hardscape into the design? Please include in your response the percentage of the property that will be covered by structures, impervious surfaces, or other hardscape.

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* + 1. Describe the proximity of the proposed project to a city or community, including transportation methods that are available for the public to access the project, streets and highways, public transportation, non-motorized trails or routes of travel, and other access routes.

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* + 1. What are the public activities that will be available on the project (if any)?

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* + 1. How will the project comply with the Americans with Disabilities Act (ADA)?

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* + 1. Are there any issues of competing or conflicting interests between public access and natural resource protection? If so, please explain how these are, or will be, addressed.

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* + 1. If the project plans include public access, are there any anticipated limitations to public access? If yes, please describe. Examples include amount of parking, hours of operation, staffing needs, user or parking fees, seasonal restrictions, or ecological considerations?

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* + 1. How will the project be maintained and protected from deterioration and vandalism?

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* + 1. Do you anticipate any impediments to project completion? If so, how will they be addressed? Examples of potential impediments include, but are not limited to: toxins on the property; and the presence of significant cultural, historical, or archaeological resources, community opposition.

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* + 1. Are there any other factors that may affect the project’s timeline? If yes, please describe how you will address these factors.

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* + 1. Describe how you will provide for management and maintenance of the project, including:
* What is planned for long-term maintenance?
* Who will perform long-term maintenance? Describe their experience in maintaining this type of project.

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* + 1. How will long-term maintenance be funded?

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* + 1. Identify and describe the steps that you will take immediately following the project’s acceptance into the Matching Grant Program.

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* 1. **Experience:** Demonstrate that the applicant and/or their partners have the experience and ability to complete and maintain the project.
		1. Does your organization have experience in completing and maintaining this type or similar projects? If so, please describe. If no, please describe how you plan to acquire this expertise.

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* + 1. Describe your partnerships with other entities and each entity’s role in the project.

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* + 1. Briefly describe the qualifications of all anticipated project partners, consultants, and/or subcontractors and explain their experience and capacity to perform the proposed tasks.

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* + 1. Has the applicant or co-applicant received MGP funding for this or other projects? If so, describe the status.

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* 1. **Project Funding/Match Security:** Applicant should demonstrate that the grant request combined with the match will be sufficient to provide for successful completion of the project. Responses must correspond to the Project Cost information provided above in the Project Tasks/Schedule Budget table above.
		1. Using the information provided in the table above, describe the specific project components that would be completed using the requested Ag + Open Space MGP funds, as well as the specific project components that would be completed using matching funds. Describe how these costs were estimated.

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* + 1. Describe the status of all match funding identified in the Project Cost section above, including the source of the match and whether the match is secured or pending (provide expected date). If operations and maintenance (O&M) costs have been identified as a match in the budget, describe in detail the specific O&M activities included in the estimate and how the amount has been calculated. If volunteer services are included, describe the services, who will provide them and how the value of the services was derived. For any in-kind contributions, describe how the value was derived.

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* + 1. What efforts have been made to pursue funding from other sources? What were the outcomes of those efforts?

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* + 1. If Ag + Open Space funds are ultimately not received, will your agency/organization complete this project, and if so, how?

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* + 1. At times Ag + Open Space may offer partial funding awards to MGP applicants. If awarded less than your funding request, are there components of the project that could still be completed? If yes, describe which components and their costs. If not, please describe why.

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1. Other Considerations: The following are additional factors that are analyzed as a part of the MGP evaluation process. See the MGP Guidelines and Evaluation Matrix for more information. In the space below, please provide any information related to these considerations.
	1. **Community Support**
	2. **Agency Diversity**
	3. **Geographic Diversity**
	4. **Performance on Previous and/or Current MGP Projects**
	5. **Projects in Fire and Flood impacted Areas**
	6. **Quality of Application**

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| SECTION  | 6. SUPPORTING DOCUMENTATION |
| Please include the following supporting documentation as applicable to your project. |
| 1. Certified Authorizing Resolution from Governing Body. Refer to MGP Guidelinesfor specific resolution content requirements. If two entities are applying as co-applicants, a resolution is required from the governing body of each applicant. A Sample Resolution is found in the MGP Guidelines, Appendices A-3.
2. Location Map. Map must clearly indicate project site in relation to major geographic features (e.g., cities, major highways, roads) as well as nearby protected and public lands, if possible.
3. Site Map. Aerial image of project site with all existing elements clearly marked (e.g., property boundary, access points, streets, waterways, existing structures or facilities, proposed improvements, project phases).
4. Parcel Map. Provide a photocopy from Assessor’s Office <http://www.sonoma-county.org/assessor/>, with project parcel(s) highlighted.
5. Photographs. Provide up to four 8 ½”x 11” pages of photos of the project site, reflecting its current condition and the surrounding area. Please include separate .jpeg files of the photos in your electronic submittal.
6. Visual Depiction of Project. For all projects, provide any draft or final concept, master or management plans completed for the project. At a minimum, provide a drawing showing proposed features that are identified in the project budget and estimation of percentage and description of impervious/hardscape surfaces. If the grant request includes one or more buildings, note the function and approximate square footage of each.
7. Title Report. Provide a preliminary title report that covers all project parcels.
8. Legal Ownership. Provide property or legal interest-holder name and proof of ownership (such as a recorded easement or grant deed).
9. Willing Seller Letter. For Acquisition Projects, submit documentation, such as a letter of intent or a purchase agreement, demonstrating the willingness of the landowner to negotiate the sale of the property to the applicant.
10. Co-Applicant or Landowner Agreement. If applicable, provide agreement between co-applicants and/or agreement between applicant and landowner (e.g., land tenure agreement, lease, memorandum of understanding). Refer to MGP Guidelinesfor specific content requirements for the agreement. If an agreement has not yet been executed, a signed letter by all parties indicating their intent to enter into such an agreement is acceptable at time of initial grant application.
11. Operations and Maintenance. If operations and maintenance will be performed by an entity other than the applicant, provide evidence that such entity has agreed to do so, such as through an operational agreement, letter of intent, or memorandum of understanding signed by all parties.
12. Sub-leases or Agreements. If applicable, provide a list of all other leases or agreements affecting the project property or the project’s operation and maintenance.
13. Appraisal or Other Identification of Value (electronic copy only). For Acquisition projects, provide a completed appraisal of the property conducted in accordance with the Ag + Open Space Guidelines and Standards. Refer to MGP Guidelines for more information. If an appraisal is not available at the time of application, applicant may submit other identification such as an opinion of value from an appraiser. Please explain the timeframe for securing an appraisal.
14. Matching Funds Commitments. Provide supporting documentation for all matching funds identified in the budget as committed or secured. Examples of commitments include: grant award letters, grant agreements, and letters of commitment.
15. Permits/Approvals. If applicable, provide copiesof any permits/approvals obtained in connection with the project. If documents are lengthy (more than 4 pages) please provide a list and include the first page of each document in hard copy. Include documents in their entirety electronically.
16. Environmental Compliance. If available, provide a copy for all documents that were filed pursuant to CEQA for this project (e.g., Notice of Exemption, Notice of Determination, Mitigated Negative Declaration, or Environmental Impact Report). If a document is lengthy (more than 4 pages) please provide a list and include the first page of each document in hard copy. Include documents in their entirety electronically.
17. Nonprofit Organization Requirements. Provide copies of the following: 1) evidence that the corporation is qualified under Section 501(c) (3) of the Internal Revenue Service Code; 2) California Form 590 Withholding Exemption Certificate; 3) California Form 204 Payee Data Record; 4) Articles of Incorporation, and 5) organization By-laws.
18. Audit Report (electronic copy only). Provide an electronic copy of the most recent annual independent audit report and, if applicable, the memorandum of internal control, or include a web address where the most recent audit report can be viewed online.
19. Resume of Project Manager.Provide resume of the Project Manager identified on the Application Form.
20. Letters of Support. Provide letters of support from participating agencies, officials, and organizations. Do not provide letters of support from individual community members.

Address to: William Keene, General ManagerSonoma County Agricultural Preservation and Open Space District,747 Mendocino Avenue, Santa Rosa, CA 95401 |

1. To be provided for Ag + Open Space staff review only. Staff will not keep a copy of the appraisal, which shall remain confidential unless otherwise disclosed by the applicant or other third parties. [↑](#footnote-ref-1)